

.S. MISSION, PAKISTAN - CONSULATE GENERAL LAHORE

VACANCY ANNOUNCEMENT NUMBER: 11-04

OPEN TO:	All Interested Candidates	OPENING DATE: January 11, 2011
POSITION:	Travel Assistant , FSN-8; FP-6	CLOSING DATE: January 24, 2011
POSITION NO:	L-52160	
WORK HOURS:	Full-time; 40 hours/week	
SALARY:	*Not-Ordinarily Resident: US\$44,737 p.a. (Starting salary) (Position Grade: FP-6 to be confirmed by Washington) *Ordinarily Resident: Rs.904,666 p.a. (Starting salary) (Position Grade: FSN-8)	

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The American Consulate General Lahore is seeking an individual for the position of Travel Assistant in the General Services Office.

BASIC FUNCTION OF POSITION:

Incumbent supervises on-site Travel Management Contract implant staff. Supervises financial processes related to travel services. Supports Lahore Visitor and eCC process. Performs strategic, administrative and process improvement functions related to travel services. Provides case-by-case guidance in accordance with complicated U.S. Government regulations and presented documentation authorizing official travel. Ensures that Travel Management Center staff prepares tickets and travel according to USG regulations. Reviews all travel vouchers for completeness and submits them for processing. Coordinates logistical support for VIP and other visits in close cooperation with Control Officer, RSO and MGT Offices for hotel, control room and other arrangements. Performs other duties as assigned by supervisor.

A copy of complete position description listing all duties and responsibilities is available in the Human Resources Office.

REQUIRED QUALIFICATIONS:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of 12 years of education is required.
- 2. EXPERIENCE:** Minimum two years experience in travel services and customer relations support is required.
- 3. LANGUAGE:** Level IV (fluent) Speaking/Reading/Writing English and Urdu are required. Must be able to understand and to interpret a large body of regulations and compose official documents in both languages. This may be tested.
- 4. KNOWLEDGE:** Must have knowledge of airline regulations related to fares. Must have an expert knowledge of travel operations management and a good understanding of financial review procedures.
- 5. ABILITIES & SKILLS:** Must be able to draft written correspondence and presentations. Must understand local and international travel routings and requirements. Experience in devising and managing travel documentation control systems. Must have excellent interpersonal skills, and good briefing and writing skills. Must be able to lead project teams and motivate to completion of projects without having direct supervisory responsibility for team members. Must be trustworthy and attentive to details. Must have customer service skills and a good team player. Must be proficient in Microsoft Office Suite with good typing speed. This may be tested.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by email submission only at HROIslamabad@state.gov, through email, the Vacancy Announcement Number (e.g. 11-20) must be mentioned in the subject line.

Please don't attach any document with your application. Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html. Only short listed candidates will be contacted for their test/interview.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: January 24, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.